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THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Policy:

Employee Remuneration

Effective: 31 March 2026

Audience: All employees of the University of Notre Dame

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1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

(a) the provision of university education, within a context of Catholic faith and values; and
(b) the provision of an excellent standard of -
    i. teaching, scholarship and research;
    ii. training for the professions; and
    iii. pastoral care for its students.

2 PURPOSE

2.1 This Policy sets out the principles for ensuring fair and equitable pay and remuneration related entitlements, allowances and payments for employees at the University of Notre Dame Australia (the University).

2.2 The University's remuneration decisions are guided by respect for human dignity and the pursuit of the common good, and are designed to be free from unjust discrimination, transparent in rationale, and attentive to potential structural inequities.

3 SCOPE

3.1 This Policy applies to all employees of the University whether employed under *The University of Notre Dame Australia Staff Enterprise Agreement 2022 -2026* (the Enterprise Agreement), the *Educational Services (Post-Secondary Education) Award 2020*, or engaged under a separate employment contract outside of the Enterprise Agreement.

4 PRINCIPLES

4.1 The University's remuneration practices will be guided by the principles of:
- 4.1.1 being fair and equitable and comply with relevant Australian legislation and industrial instruments
- 4.1.2 support the attraction, development and retention of employees
- 4.1.3 foster an environment where employees are valued and acknowledged for their contribution
- 4.1.4 being competitive for skills that are in high demand, and
- 4.1.5 promote gender pay equity.

5 LEGISLATION AND INDUSTRIAL INSTRUMENTS

5.1 The University's remuneration practices will comply with relevant legislation and industrial agreements, including but not limited to:
- 5.1.1 the *Fair Work Act 2009* (Cth) which provides the industrial framework and minimum entitlements for employment at the University

5.1.2 *The University of Notre Dame Australia Enterprise Agreement 2022-2026* (and successors) which includes State based wage schedules and specified allowances for covered employees and represents the basis of remuneration for the majority of employees

5.1.3 the *Educational Services (Post Secondary Education) Award 2020* which applies to employees engaged in relevant Vocational Education and Training (VET) activities not covered under the Enterprise Agreement

5.1.4 negotiated contracts that apply to senior or other specific employees who are not covered by the Enterprise Agreement and who receive specific remuneration above the minimum obligations such as National Employment Standards of the *Fair Work Act 2009*, and

5.1.5 the *Superannuation Guarantee Administration Act 1992* (Cth).

6 JUST AND EQUITABLE REMUNERATION

6.1 The University's remuneration practices are guided by respect for human dignity and the pursuit of the common good across all levels of the University and support just and equitable remuneration by:

6.1.1 applying transparent and consistent pay practices that support equal pay for work of equal or comparable value, including those outlined in the University's Workplace Gender Equality Strategy, and

6.1.2 undertaking regular analysis and maintaining structured remuneration frameworks to support informed and equitable remuneration decision-making.

7 ENTERPRISE AGREEMENT EMPLOYEES

7.1 The Enterprise Agreement provides the foundation for consistent employee classification and associated remuneration for employees who are employed under it. Further details are provided in *Appendix A. Schedule of Remuneration, Allowances and Loadings*.

8 DISCRETIONARY ALLOWANCES AND PAYMENTS

8.1 The University may choose to provide discretionary allowances and payments for specific circumstances outside of the Enterprise Agreement in accordance with *Appendix A.* These will be in accordance with eligibility requirements determined by the University, and may or may not be included in individual negotiated contracts at the University's discretion.

9 CLASSIFICATION / RECLASSIFICATION (PROFESSIONAL EMPLOYEES)

9.1 Classification and reclassification of Professional Employee positions results from a documented and evidenced assessment of the work value of the position or class of positions against the professional employees work descriptors contained in the Enterprise Agreement.

9.2 Classification and Reclassification will occur in accordance with the *Procedure: Classification of Professional Employee Positions.*

10 BENCHMARKING NEGOTIATED AND SENIOR LEADER SALARIES

10.1 Salaries, allowances and additional payments for negotiated and senior leaders will be benchmarked against relevant remuneration standards regularly. The Chief People Officer will periodically produce indicative bands for negotiated and senior remuneration for approval by the Vice Chancellor.

11 SALARY PACKAGING AND SALARY SACRIFICE

11.1 The University provides salary packaging in accordance with the *Guideline: Salary Packaging*.

12 SUPERANNUATION

12.1 The University will satisfy its superannuation obligations in accordance with the *Superannuation Guarantee Administration Act 1992* and the terms of the prevailing Enterprise Agreement.

13 MANAGING PAY DISCREPANCIES

Overpayments

13.1 Any overpayments will be managed in accordance with the *Guideline: Staff Overpayments*, as amended from time to time.

Underpayments

13.2 Where an underpayment occurs, the University will take all reasonable steps to correct the underpayment and repay the amount owing to the employee as soon as is reasonably practicable, and in accordance with the terms of any applicable legislation, industrial instrument or contract of employment.

14 DEFINITIONS

14.1 The definitions contained in *The University of Notre Dame Australia Enterprise Agreement 2022-2026* or its replacement and relevant industrial legislation apply.

15 ROLES AND RESPONSIBILITIES

15.1 The **Remuneration and People and Culture Committee**, in accordance with its charter, provides strategic advice and recommendation to the Board of Directors on effectiveness of remuneration, staff benefits and employment strategies for the University, including remuneration bands and classifications for those senior staff employed outside the Enterprise Agreement.

15.2 The **Vice Chancellor** in accordance with *Statute* 20.2(i) has overall accountability for employee remuneration at the University, including determining the University's remuneration policy and ensuring remuneration practices are aligned to its mission and strategy.

15.3 The **Deputy Vice Chancellor Finance and Chief Operating Officer**, with the support of the Chief People Officer and Chief Financial Officer, is responsible for ensuring operation of the University's payroll, record keeping and employment systems is compliant with applicable workplace laws and industrial agreements.

15.4 The **Chief People Officer** is responsible for policy implementation and has oversight of progression in the context of payroll and budget responsibility.

15.5 The **Chief Financial Officer** is responsible for ensuring fair application of salary progression, allowance approvals and payments for employees.

15.6 The **Director, People Services** provides oversight of applications and approvals for classification and reclassification of positions in accordance with the relevant University's policies and procedures.

15.7 **Executive Deans, Line Managers and Supervisors** are responsible for conducting probationary and performance development reviews in accordance with the *Policy: Probation* and the *Policy: Performance Development* and recommending salary progression or allowances.

15.8 **Payroll** is responsible for implementation of this Policy and processes for remuneration within the payroll context.

15.9 **Employees** have responsibility to participate in probationary and performance development reviews in accordance with the *Policy: Probation* and the *Policy: Performance Development* and provide documentation for allowance eligibility and salary progression.

16 RELATED DOCUMENTS

16.1 *Fair Work Act 2009* (Cth)

16.2 *The University of Notre Dame Australia Enterprise Agreement 2022-2026*

16.3 *Educational Services (Post Secondary Education) Award 2020*

16.4 *Superannuation Guarantee Administration Act 1992* (Cth)

16.5 *Standing Delegations of Authority, Schedule D: People and Culture Delegations*

16.6 *Procedure: Classification of Professional Employee Positions*

16.7 *Policy: Probation*

16.8 *Policy: Performance Development*

16.9 *Procedure: Performance Development*

16.10 *Guideline: Salary Packaging*

16.11 *Guideline: Staff Overpayments*

Version	Date of approval	Approved by	Amendment
1	31 March 2026	Vice Chancellor	Effective date – new Policy.

APPENDIX A. SCHEDULE OF REMUNERATION, ALLOWANCES AND LOADINGS

Allowance	Purpose	Eligibility	Duration	Value ($ or %)	Approval	Cost Impact	Form
Enterprise Agreement Allowances							
Higher Duties (Professional employees)	Temporarily required to work in a higher approved existing position.	Professional employees HEW 1-10	10 days or more and period specified.	The first incremental step unless recent experience can be demonstrated commensurate to a higher increment and approved by the CPO or delegate. Proportion payable expressed as a percentage. Incremental progression at the higher level applies if served 12 months within the preceding 24 months and applicable upon promotion to the higher level.	Delegations	Paid as per approved HEW Level, Step 1 Superannuable	HDA JIRA
Aboriginal and Torres Strait Islander Language	Where employee is required to use such a language in their role.	Refer to EA Casual and Sessional not eligible.	Term of appointment.	Two levels of proficiency	Line Manager	Paid lump sum as per EA Superannuable	JIRA
Remote	Recognition of remote location.	Broome Campus	Term of appointment.	As per EA	Not applicable	Paid fortnightly as per EA Superannuable	Employment Contract
Use of Own Vehicle	In course of performing their duties.	All employees	Per occasion	As per EA	Line Manager	Paid FT Not superannuable	Payroll Portal
WHS	For WHS Reps.	Elected & Attended training	For period of appointment as a WHS Rep – reviewed for next appointment.	As per EA	WHS	Paid FT	JIRA

Allowance	Purpose	Eligibility	Duration	Value ($ or %)	Approval	Cost Impact	Form
Discretionary Allowances and Payments							
Leadership	Recognition of leadership duties.	Specified positions	For period of appointment in the specified position.	In accordance with the CPO Schedule *Leadership, Clinical & Pre-Clinical Allowances and Payments*.	Delegations	Paid FT Superannuable	JIRA
Additional Responsibilities	Short term significant and demonstrable additional duties at higher level but within their substantive position.	As assessed by People & Culture.	No more than 3 months.	As determined with reference to classification.	CPO with Senior Leader	Paid FT Superannuable	JIRA
Market	Where there is documented evidence of a highly competitive ext ernal labour market for that position or occupational group.	Professional positions as assessed by People and Culture. Not automatic to the position and with reference to the principles of this Policy.	For period of appointment.	As per the evidence provided and amount approved.	CPO	Paid FT Superannuable	Employment Contract
Clinical and Pre-Clinical loadings	To enable effective clinical teaching and research.	Specified academic positions and proof of AHPRA registration	For period of appointment.	In accordance with the CPO Schedule *Leadership, Clinical & Pre-Clinical Allowances and Payments*. Maybe eligible on fractional appointments.	Relevant senior leader recommende d to CPO	Paid FT Superannuable	Employment Contract

Allowance	Purpose	Eligibility	Duration	Value ($ or %)	Approval	Cost Impact	Form
		assessed on an individual basis.					
Bonus		As discretion of VC.	As required.	As determined	VC	Paid one off Superannuable	Memo
Remote Additional	Specific positions required in recognition of competitive rates.	Broome Campus specialised positions	For period of appointment.	As determined	By VC on recommendation of CPO	Budgeted	Memo Employment Contract